



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

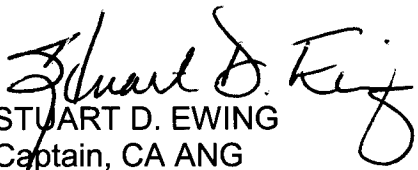
Number: 07-09

5 March 2007

Request for Donated Leave

Ms. Graciela Contreras

1. Ms. Graciela Contreras, Equal Employment Specialist, Joint Force Headquarters, Sacramento, California, is in need of donated leave to care for a family member recovering from illness.
2. If you would like to donate your **annual leave**, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at www.opm.gov/forms/html/opm.asp), and forward it to OTAG, ATTN: CAJS-J1-HR-CS (Lisa Nagata – Box #37).
3. The following instructions apply to leave donors:
 - a. Only **annual leave** may be donated.
 - b. You may not donate leave to your immediate supervisor.
 - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (example: An employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).
4. If you need additional information, contact Lisa Nagata at CAGNET 6-3601, DSN 466-3601 or (916) 854-3601.


STUART D. EWING
Captain, CA ANG
Deputy Human Resource Officer

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